Employee Travel and Expense Claim Voucher



Department of Executive Services Finance and Business Operations Division Financial Management Services

MS EXC-ES-0878 ARMS / MS EXC-ES-0875 IBIS

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Division	/ Agency												_
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ITEMI Date	ZATIO Time	N	Nature and Expla		Cost o	of Breakfa	st Lunch	Dinner	Person Miles	nal Car Cost	Parking Cost	\$ Amount	
	Time Depart	N					st Lunch	Dinner			-	\$ Amount	
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Page 2 - Additional Information

		Nature and Explanation of Trip Route or Location	Cost of				Personal Car		Parking	
Date	Time	of Trip Route or Location	Lodging	Breakfast	Lunch	Dinner	Miles	Cost	Cost	\$ Amount
	Depart									
	Arrive									
	Depart									
	Arrive									
	Depart									
	Arrive									
	Depart									
	Arrive									
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her R	eimbursabl	e Expenses								
te	Nature	and Explanation								
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